

**Principal Investigators (PIs) and co-PIs can remove deposited publications both from the NSF Public Access Repository (NSF-PAR) and from in-progress project reports in the Research.gov Project Reporting System without assistance from the NSF Help Desk.**

- Only the PI or a co-PI who initially deposited a publication or associated an NSF award to a deposited publication can disassociate an NSF award from a publication in NSF-PAR. Disassociating an NSF award from a publication removes the publication from both the [NSF-PAR publicly-facing search](#) and the [NSF.gov Award Search](#) for the specific NSF award.
- The Research.gov Project Reporting System recognizes when a publication listed in an in-progress project report has been removed from NSF-PAR and provides a reminder message indicating that the publication is awaiting removal from the project report.
- Publications are never automatically removed from project reports in the Research.gov Project Reporting System or from NSF-PAR, and the PI/co-PI should follow the steps outlined in this guide for publication removal.
- Publications cannot be removed from approved project reports or from submitted project reports awaiting NSF review and approval.

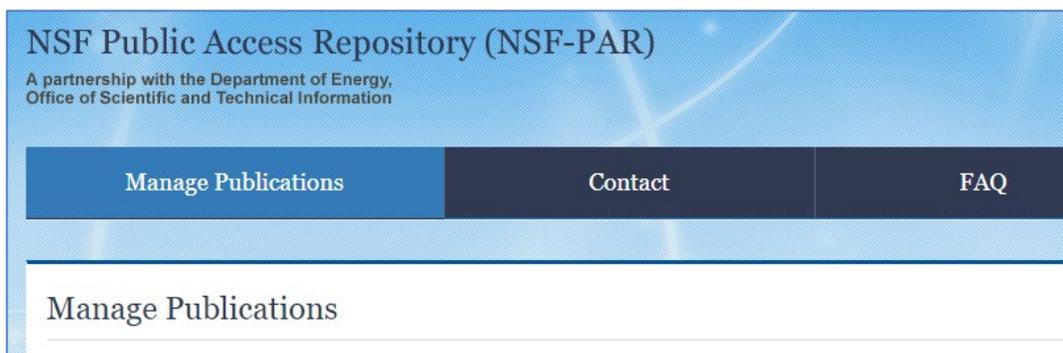
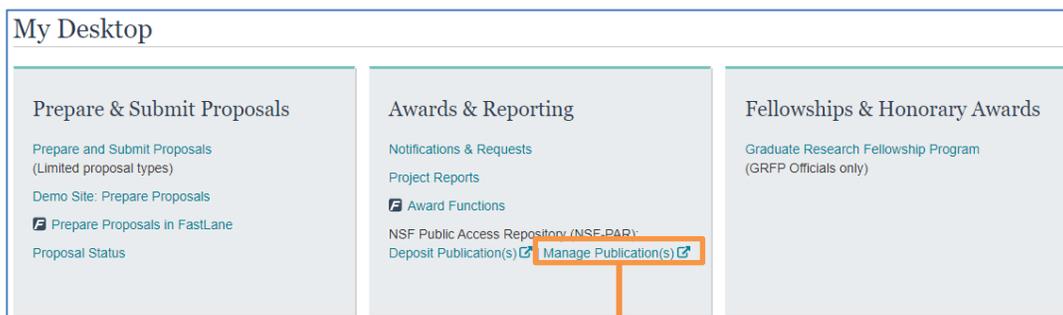


PIs/co-PIs can initiate an award dissociation / publication removal either from NSF-PAR or from an in-progress project report. There is no required sequence for performing these actions.

## Steps to Remove a Publication from NSF-PAR

**Access the NSF-PAR Manage Publications page:**

- Open [Research.gov](#).
- Click Sign In located at the top right of the screen to enter credentials.
- From the My Desktop page, click Manage Publication(s).
- You will be directed to the NSF-PAR Manage Publications page.



**1** Click the **Edit link** located in the row for the deposited publication you want to remove.

### Manage Publications

Use NSF-PAR to deposit your publications by entering a Digital Object Identifier (DOI) and associating them to specific NSF awards. You can also search for and manage publications that have previously been entered for your awards.

[Deposit Publication](#)

#### Publications Previously Submitted

Award ID:	Publication Title:	Author:	Editor:	DOI Number:	PAR ID:
<input type="text"/>	107031				

[Filter](#) [Clear](#)

Show:  Showing 1 to 1 of 1 << < Prev 1 Next >>

Award ID(s)	Publication Title	Author(s)	Editor(s)	DOI Number	PAR ID	Full Text	Edit
	Public Access Removals Demonstration	User, Test			107031		<a href="#">Edit</a>

**Edit link**

- i** All publications for the NSF awards for which you have permissions are displayed on the NSF-PAR Manage Publications page, regardless of whether you were the original depositor of the publication.
- You will continue seeing publications that are not associated with one of your awards if you were the original depositor and other awards are linked to the publication.

**2** Click the **Remove award ID link** located at the bottom of the Edit Publications page.

**Sponsoring Organization:** National Science Foundation

**Description/Abstract:** Demonstration purposes.

[Change file](#)

**Final Accepted Version:** [PDFA Sample.pdf](#)

[Add additional award ID](#)

**Award ID:**

**Acknowledgement:** Federal Government's License = Acknowledged, 04/19/2021  
Completed by = [F. \[Name\]](#)

**Award ID:**

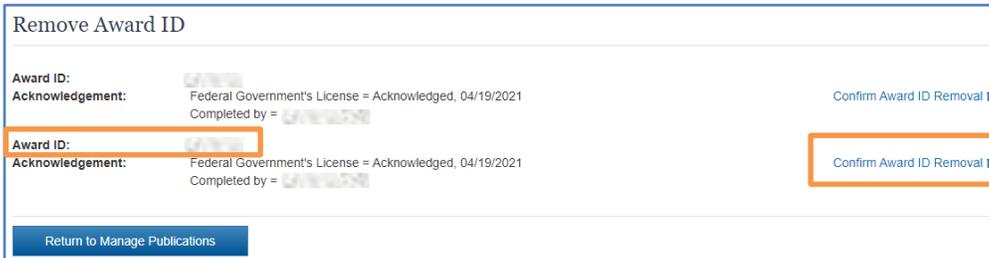
**Acknowledgement:** Federal Government's License = Acknowledged, 04/19/2021  
Completed by = [I. \[Name\]](#)

[Remove award ID](#)

[Submit Updates](#) [Cancel](#)

**Remove award ID link**

- 3 Click the **Confirm Award ID Removal** link located to the right of the award you want to remove from the deposited publication.



Remove Award ID

Award ID: [redacted]  
Acknowledgement: Federal Government's License = Acknowledged, 04/19/2021  
Completed by = [redacted] [Confirm Award ID Removal](#)

Award ID: [redacted]  
Acknowledgement: Federal Government's License = Acknowledged, 04/19/2021  
Completed by = [redacted] [Confirm Award ID Removal](#)

[Return to Manage Publications](#)

**i** You will not be able to remove an award if you did not deposit or add the publication under that award.

- 4 Confirm the Award ID and then click the **Remove** button on the confirmation dialog box.



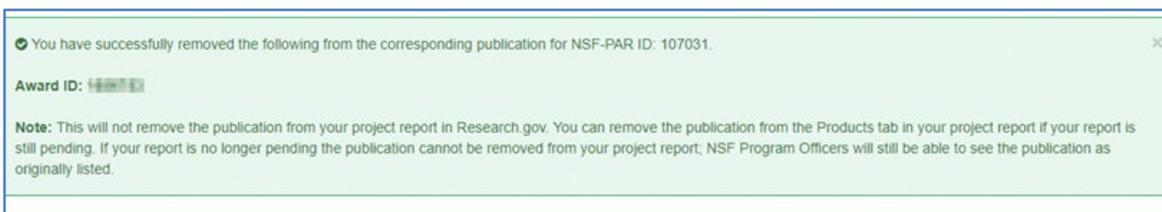
Confirm Award ID Removal

Are you sure you want to remove the following from this publication?

Award ID: [redacted]

[Remove](#) [Cancel](#)

- 5 Validate award removal from the publication on the success message.



✔ You have successfully removed the following from the corresponding publication for NSF-PAR ID: 107031.

Award ID: [redacted]

**Note:** This will not remove the publication from your project report in Research.gov. You can remove the publication from the Products tab in your project report if your report is still pending. If your report is no longer pending the publication cannot be removed from your project report, NSF Program Officers will still be able to see the publication as originally listed.

**i** If you have not done so already, you can remove the publication from an in-progress project report in the Research.gov Project Reporting System. If you do not remove the publication from the in-progress project report within the following six hours, you will be given visual reminders in the report reminding you to delete the publication from the project report.

## Steps to Remove a Publication from an In-progress Project Report in Research.gov

Publications are never automatically removed from project reports in the Research.gov Project Reporting System or from NSF-PAR. The PI or co-PI should follow the steps in this guide for publication removal. Publications can only be removed from in-progress (i.e., unsubmitted) project reports in Research.gov and not from approved project reports or submitted project reports awaiting NSF review and approval.

- The best practice for removing a publication from an in-progress project report is to remove it first from NSF-PAR and then remove the publication from the in-progress project report.
- It can take up to six hours for the removal action to transfer from NSF-PAR to Research.gov and for a visual indicator to display on the project report noting that the publication has been removed from NSF-PAR.
- PIs/co-PIs can delete publications from in-progress projects report at any time during the six-hour window; however, the visual indicator on the project reports will not display until the removal action has transferred from NSF-PAR to Research.gov.

### Accessing Research.gov in-progress project reports:

- Open [Research.gov](https://www.research.gov).
- Click Sign In located at the top right of the screen to enter credentials.
- From the My Desktop page, click Project Reports.
- Find the project report you are working on and click Create/Edit.



- 1 **Click the Products tab** to view the research products currently in the project report. If the NSF-PAR publication removal information has transferred to the project report, you will see a warning message alerting you of those publications and a warning icon next to each publication.

**Warning message**  
This report contains publications that were removed or disassociated from this award in the NSF-PAR repository. Please locate the row in the table below with the alert icon to remove the publication from your report.

**Warning message**

Award **107031** - Annual Project Report

< All Reports for this Award

Available Actions: [Submit Report](#) [Check Report Completeness](#) [Preview Report](#) [View Previous Annual Report](#) [View Help](#)

Journal or Juried Conference Paper	User, Test (2021). Public Access Removals Demonstration. Agency report. Published. 1923-8304. <a href="https://doi.org/">https://doi.org/</a> doi: <a href="https://doi.org/">https://doi.org/</a>	Removed from NSF-PAR PAR ID: 107031	2021	✓ Complete	Delete from Report 
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**Warning icon**

2 Click the **Delete from Report link** located on the row for the publication.

Journal or Juried Conference Paper	User, Test (2021). Public Access Removals Demonstration. <i>Agency report</i> . Published. 1923-8304. <a href="https://doi.org/">https://doi.org/</a> . doi: <a href="https://doi.org/">https://doi.org/</a>	Removed from NSF-PAR PAR ID: 107031	2021	✓ Complete	Delete from Report ⚠
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NSF PAR visual indicator : *publication removed from NSF PAR*

Delete from Report link

**i** As a best practice, NSF recommends timely removal of erroneous publications from NSF-PAR in parallel with project reports to ensure data consistency. However, there are scenarios where a publication would be removed from an in-progress project report but not from NSF-PAR (e.g., cases where the publication occurred outside of the current reporting period but should remain in NSF-PAR). Please note the report will continue to populate publication data from the repository.

3 Click the **Delete button** on the confirmation dialog box.

**Delete from Report** ✕

Are you sure you want to delete this entry from your project report?

Delete button

**i** The confirmation dialog box for NSF-PAR publications that have not been removed provides a reminder that removing a publication from a project report does not update the NSF-PAR entry.

**Delete from Report** ✕

Are you sure you want to delete this entry from your project report?

**Note:** This will not delete from the NSF-PAR repository if it has not been done already.

- 4 **Validate** that you have received the message for successful removal of the publication from the project report.

✔ You have successfully deleted the "Journal or Juried Conference Paper" from your project report.

If you remove a publication from a project report that has not been recognized as having been removed from NSF-PAR, you will see a reminder banner about updating the NSF-PAR entry.

⚠ The publication with NSF-PAR ID: 101891 still remains in the NSF-PAR repository. You must delete it from the NSF-PAR repository to avoid the report potentially re-incorporating the publication. You can delete the publication from the NSF-PAR Manage Publication page.

NSF PAR update reminder message

## Questions and Helpful Resources

- **NSF Help Desk**

IT system-related and technical questions may be directed to the NSF Help Desk at 1-800-381-1532 (7:00 AM - 9:00 PM ET; Monday - Friday except federal holidays) or via [rgov@nsf.gov](mailto:rgov@nsf.gov).

- Additional training resources are available on the Research.gov [About Public Access](#) page and Research.gov [About Project Reports](#) page. Please also refer to the [NSF Frequently Asked Questions \(FAQs\) for Public Access](#) for further Public Access information.